

628012/19/00

Revised

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: POOL MANAGER

DEFINITION

Under general supervision, to direct, supervise, and participate in the operation of a public swimming pool in protecting life, enforcing safety rules and regulations and providing swimming instruction; and to do related work as required.

REPORTS TO: Assistant Aquatics Coordinator

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from Assistant Aquatics Coordinator and exercises supervision over Lifeguard personnel.

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to, the following:

- Direct, supervise, and participate in the operation of a public swimming pool.
- Schedule and assign Lifeguard personnel.
- Inspect pool facilities and equipment and provide for the maintenance of proper sanitation and operation standards and levels.
- Assign and participate in the supervision of the activities of swimmers in and around the pool as needed.
- Rescue swimmers in distress; administer first aid in the event of injury and administer artificial respiration and other resuscitation procedures if required.
- Oversee the collection and reporting of admission fees.
- Enforce pool regulations and water safety policies.
- Administer and coordinate instructional classes in the fundamentals of swimming and water safety.
- Inspect and maintain life saving equipment.
- Requisition necessary supplies and materials, maintain an inventory, and prepare appropriate records and reports.
- Supervise, train, and evaluate subordinates.

QUALIFICATIONS

Knowledge of:

- Water hazards, rescue methods, lifesaving techniques, and first aid as applied to accidents in the water and surrounding areas.
- Swimming and water safety instructional techniques and methods.

- Record keeping and reporting procedures.
- Cardiopulmonary resuscitation.
- Principles of supervision, training, and performance evaluation.
- State and local health regulations as they pertain to the operation of public pools.

Ability to:

- Assign, supervise, and participate in the operation of a public swimming pool.
- Swim with proficiency and endurance and meet standards of swimming competency as may be established by the City of Riverside.
- Prevent dangerous situations from arising; recognize emergencies and take appropriate action.
- Effectively instruct persons in the techniques of swimming and water safety.
- Prepare and maintain a variety of records and reports.
- Communicate clearly and concisely, orally and in writing.
- Supervise, train, and evaluate subordinates.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to High School graduation or satisfactory equivalent. Completion of college level course work is highly desirable as well as the possession of current Instructor's Certificates for Lifeguard, Standard First Aid and Basic Life Support Cardiopulmonary Resuscitation, Levels A-E (issued by the American Heart Association).

Experience: At least two pool seasons (a minimum of six months) of full-time lifeguard/teaching experience.

Range

Progression: Step 1 - Entry level.

Step 2 - Completion of one pool season (a min. of three months) full-time as a Pool Manager.

Step 3 - Completion of two pool seasons (a min. of six months) full-time (cumulative) as a Pool Manager.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENTS

Minimum age 18 years.

Possession of a current Water Safety Instructor's Certificate.

Possession of a current American Red Cross Lifeguard Certificate (which includes first aid).

Possession of a current American Red Cross Cardiopulmonary Resuscitation (CPR) for the Professional Rescuer Certificate or American Heart Association Basic Life Support (BLS) Cardiopulmonary Resuscitation (CPR) Certificate .

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Pool Manager

TO: Assistant Aquatics Coordinator